

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
MONDAY, MARCH 7, 2016

PRESENT: STEPHEN GAINER, PRESIDENT
DAVID BLAIR COUCH, COMMISSIONER

ABSENT: ROBERT K. TEBAY, COMMISSIONER

At 9:30 A.M., the County Commission of Wood County met in regular session. They signed purchase orders, invoices, orders and other correspondence.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission met with D.J. Allen from the Little Kanawha RC&D. Mr. Allen updated them on their organization.

At 9:39 A.M., Ed McDonough with the Wood County Development Authority introduced their new director, Lindsey Kerr.

At 9:40 A.M., Sharon Kesselring, Executive Director of the Local American Red Cross, met with the Commissioners to update them on the organization. The County Commission signed a Proclamation declaring the month of March as American Red Cross month.

At 9:52 A.M., Mark Lewis, representing the Wood County Alternative Transportation System Council met with the County Commission to request they sponsor a proposed water trail. He stated the Council will be heavily involved and the Convention and Visitors Bureau

will be the lead organization on the project. He introduced Derrick Lewis as the new events coordinator for the Bureau. (Order M/3323)

At 9:58 A.M., the County Commission met with Toni Tiano, Grant Consultant, who requested they apply for the annual Community Corrections Grant. After discussion, the County Commission authorized President Gainer, as President to execute an application for said grant. (Order M/3322)

At 10:05 A.M., the County Commission met with Ms. Tiano and Wayne Dunn, who requested the County Commission apply for a grant for the Wood County Alternative Transportation Council. After discussion, the County Commission authorized Tiano-Knopp Associates, to apply for Transportation Alternatives Grants through the West Virginia Department of Highways. (Orders M/3320 and M/3321)

The County Commission called for a Special Session to be held in regard to the preparation of the budget for the fiscal year 2016/2017.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/3320, M/3321, M/3322, M/3323 and M/special session – budget 2016

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:49 A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

To listen to this meeting, please refer to DVD labeled March 7, 2016. *

Wood County Commission Meeting
Held March 7, 2016

Please Print

1.	D. J. Allen - Little Kanawha RCTD Project Sharing
2.	Mark Lewis & Derek Fleming CVPB
3.	LINDSEY KERR, ED McDONOUGH, Debbie Newsome
4.	Starr and Kessinger American Red Cross
5.	Toni Tiano
6.	HERNANDEZ ESCANDON
7.	Wayne Durr
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	



Wood County Commission
Agenda

03/07/2016

1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Discuss project sharing & funding in the Little Kanawha RC&D	DJ Allen
	Update from American Red Cross	Sharon Kesselring
	Consider request that the Wood County Commission sponsor water trail	Mark Lewis
	Consider grant application for Day Report Center	Toni Tiano & Hernando Escandon
	Consider grant application for Alternative Transportation grants	Toni Tiano & Wayne Dunn
	Administrator's Report	Marty Seufer
	County Commission Reports	

Discussion, Review and Approval of expenditures and disbursements identified on Exhibit 1, hereto attached

Correspondence for this meeting will be available for public review during regular office hours in Room 205 of the Wood County Courthouse two (2) days prior to the meeting

Exhibit 1

Discussion, Review and Approval of the following items may be included during this meeting and are available for public inspection in the Office of the County Administrator two days prior to this meeting.

Budget revisions

Purchase orders and requisitions

Revisions, reimbursement requests, resolutions and correspondence for grants

Grant disbursements to other entities

Invoices for expenditures to be paid

Reimbursements for travel expenses

Bid specifications and procedures for bids previously authorized by the Commission

Monthly Hotel Occupancy Tax Collection disbursements

Disbursements for previously approved Innovative Programming Grants

Tax refunds, exonerations, improprieties and consolidations

Probate items, including settlements, petitions and Fiduciary Commissioner reports

General Fund disbursements to entities

Funding requests from local organizations by written form

Payroll modification as submitted by elected officials



Save a Life Saturdays

Seven times a day, someone in this country dies in a home fire. The American Red Cross West Virginia Region is celebrating Red Cross Month throughout West Virginia by holding Save a Life Saturdays during March. Red Cross workers and partners will be participating in Home Fire Campaign installation events which include installing free smoke alarms, home fire escape planning and hazard education.

We want to help you, your family and our community save lives and prevent injuries.

To schedule an appointment for Red Cross to install **FREE** smoke alarms in your home, please call **1-844-216-8286**.



American Red Cross
West Virginia Region



American Red Cross West Virginia Region

Service to the Armed Forces

The American Red Cross...around the clock...around the world – helping military families.



As a service member, you and your family has access to many valuable Red Cross services. The Red Cross Service to the Armed Forces (SAF) network helps service members, veterans and their families cope with military life. Red Cross services include emergency communication, access to emergency financial assistance, information and referral as well as resiliency, coping and reintegration education. The American Red Cross West Virginia Region has also created the Veterans Service Initiative which is the first of its kind in the country.

Veterans Service Initiative (VSI)

A wide variety of benefits are available to veterans through the Department of Veterans Affairs (VA). Sometimes, however, a veteran may need assistance with accessing the benefits that he or she has earned. The Red Cross assists veterans and their family members in preparing, developing and obtaining documentation for benefits through:

✦ **Advocacy through Veterans Service Officers (VSOs)**

- Advocate for Veterans throughout the benefits claim process
- Identify what benefits are available
- Determine what the eligibility criteria is to receive a particular benefit
- Identify which government agency is in charge of each benefit
- Provide assistance with employment such as resumes, job searches and referrals
- Ensure that all resources are provided to veterans who are homeless or at risk
- All VSOs are veterans who care and understand



✦ **Boots on the Ground with Mobile Outreach:** Trained volunteers with mobile technology kits can upon request come to any event in the community or to an individual Veteran

✦ **Peer Support:** VSOs trained to offer peer to peer support

✦ **Reconnection Workshops:** offered by licensed counselors

✦ **Community Partnerships:** Collaborative partnerships with other nonprofit and government entities that serve veterans and their families

✦ **Follow Up and Follow Through:** Establishing and maintaining a relationship with each veteran.

American Red Cross West Virginia Region
113 Lakeview Drive, Charleston, WV 25313
Phone: (304) 340-3650 ~ Fax: (304) 340-3657
Web: redcrosswv.org ~ Facebook: RedCrossWV ~ Twitter: @ARCWV

The Pillowcase Project Talking Points

11/3/2015 Update

The Pillowcase Project is a free emergency preparedness program developed by the American Red Cross for 3rd-5th graders. It's designed to increase children's awareness and understanding of natural hazards and to reduce their fears.

- The program was created in New Orleans and was inspired by university students carrying their belongings in pillowcases during the aftermath of Hurricane Katrina.
- The curriculum is based on three core principles: Learn, Practice and Share.
- Students learn about the science behind different hazards and how to prepare for them. They practice what to do if a disaster occurs and how to cope during the aftermath. Then they share the information with their family so that everyone in the household knows what to do.

Interactive lessons focus on home fire prevention and safety and other potential hazards such as tornadoes, hurricanes and earthquakes. Lessons are based on what might occur in your geographic area.

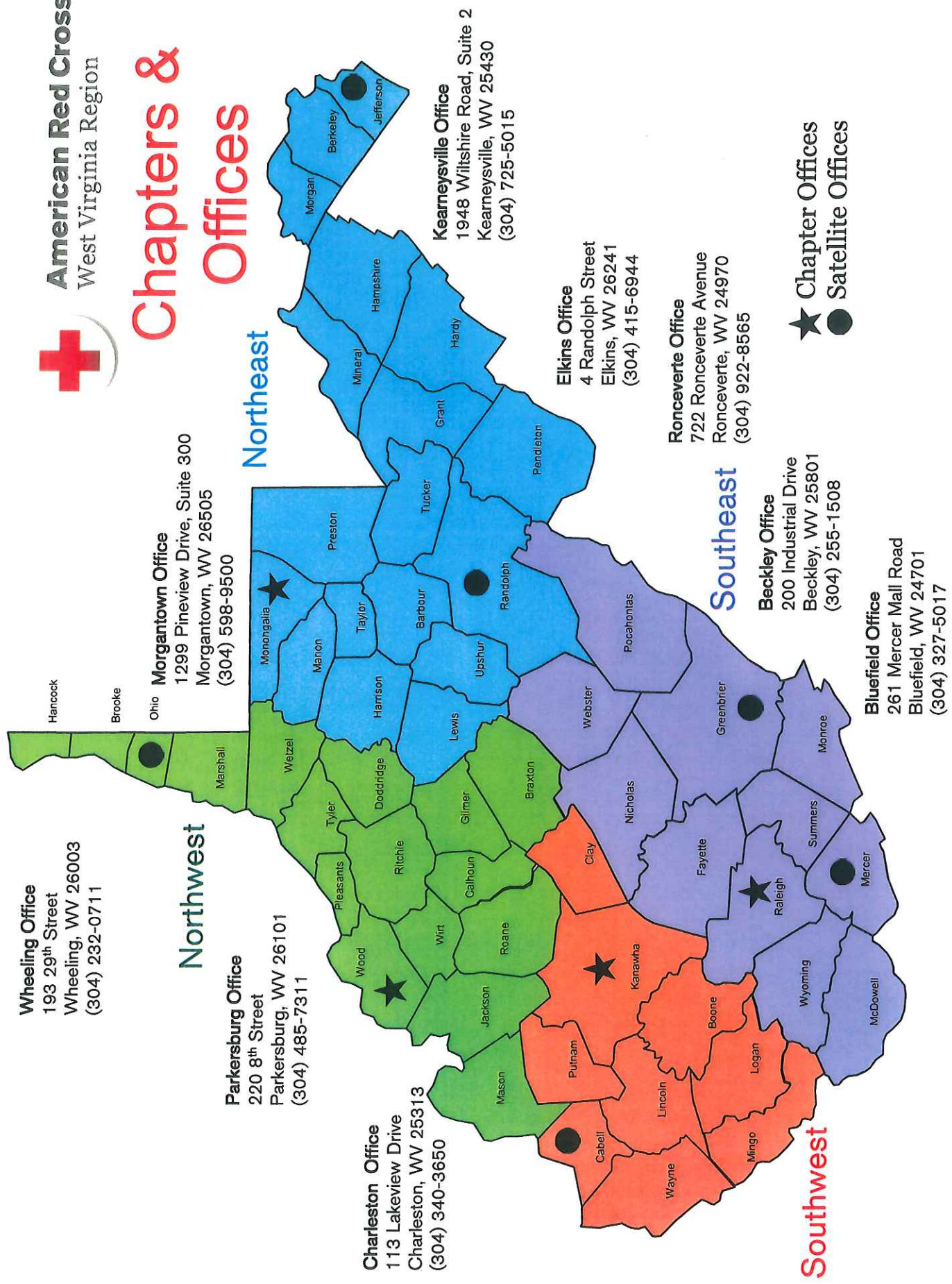
- Students receive a pillowcase to decorate and then use it for storing their emergency supplies. Some of the pillowcases are truly works of art. The children are encouraged to work with their families to create a household emergency plan and make an emergency supplies kit.
- In the two years since the 2013 pilot launched, more than 300,000 youth have participated in The Pillowcase Project.
- The Pillowcase Project is being presented in communities nationwide as part of the Red Cross effort to reduce deaths and injuries from home fires by 25% in 5 years.
- Trained Red Cross staff and volunteers facilitate the program. People interested in requesting a presentation or helping their community by volunteering should contact their local Red Cross chapter or go to redcross.org/prepare.

The Red Cross Monster Guard App is a game that was developed to complement The Pillowcase project.

- Children earn points and medals as they role-play as different monsters to identify household hazards, locate a safe room in the house and select items for their virtual emergency supply kit.
- The game can be downloaded on the Apple App Store or Google Play Store, or by texting "MONSTER" to 90999.
- The Pillowcase project and the Monster Guard App are both sponsored by Disney.



Chapters & Offices



Wheeling Office
193 29th Street
Wheeling, WV 26003
(304) 232-0711

Morgantown Office
1299 Pineview Drive, Suite 300
Morgantown, WV 26505
(304) 598-9500

Parkersburg Office
220 8th Street
Parkersburg, WV 26101
(304) 485-7311

Charleston Office
113 Lakeview Drive
Charleston, WV 25313
(304) 340-3650

Kearneysville Office
1948 Wiltshire Road, Suite 2
Kearneysville, WV 25430
(304) 725-5015

Elkins Office
4 Randolph Street
Elkins, WV 26241
(304) 415-6944

Ronceverte Office
722 Ronceverte Avenue
Ronceverte, WV 24970
(304) 922-8565

Beckley Office
200 Industrial Drive
Beckley, WV 25801
(304) 255-1508

Bluefield Office
261 Mercer Mall Road
Bluefield, WV 24701
(304) 327-5017

★ Chapter Offices
● Satellite Offices

American Red Cross of Northwest West Virginia 2015/16 Board of Directors

	Name	Address	Affiliation	Position	Phone	E-Mail
Chairman	Charles Pickering	12 Faith Meadows Williamstown, WV 26187	Pickering Associates	CEO	304-464-5305	clpickering@suddenlink.net
Vice-Chair	Clint Suggs	1987 Meldahl Rd Washington, WV 26181	Parkersburg-Marietta Contractors Assoc	Executive Director	304-834-6177	csuggs1965@gmail.com
Secretary	Pam Salvage	3 Wyndham Knob Parkersburg, WV 26104	City of Parkersburg	Personnel Manager	304-424-8400	psalvage@clover.net
	Carolyn Allen	800 Garfield Ave Parkersburg, WV 26101	Camden Clark Medical Center	CFO/VP Finance	304-424-2202	cballen@ccmh.org
Ohio County	Hydie Friend	434 Cloverfields Wheeling, WV 26003-9497	Retired		304-242-6733	hyfriend@comcast.net
	Joyce Hupp	206 Oak Drive Parkersburg, WV 26104	Parkersburg Area Realtors Association	Realtor	304-464-4153	ihhjh@suddenlink.net
	Justin Moody	703 30th Street Parkersburg, WV 26101	Stephenson UMC	Youth/Music Ministry Director	740-336-3657	jmoody_beechwoodpresby.org@outlook.com
	Karen Waller	826 Walnut Street Belpre, Ohio 45714	Belpre Area Chamber of Commerce	Executive Director	740-423-8934	wallerkaren53@suddenlink.net
	Larry Johnson	5702 13th Avenue Vienna, WV 26105	Retired - Wesbanco	Area President	304-295-0635	LJohnson@suddenlink.net
Ohio County	Nicole Annan	1233 Main Street Suite 3000 Wheeling, WV 26003-0751	Steptoe & Johnson	Attorney	304-365-2095	nicole.annan@steptoe-johnson.com
Ohio County	Richard Miller	306 Kruger Street Wheeling, WV 26003-5125	LPL Financial	Registered Financial	304-281-5593	richard.c.miller@lpl.com
	Richard Sheridan	5209 2nd Ave Vienna, WV 26105	Brightstar	Owner	304-482-3136	Richsheridan@msn.com
	Tammy White	11264 DuPont Rd. Apt. 5 Washington, WV 26181	Browns Asphalt & Paving	Manager	304-482-8992	TammyWhites252@aol.com
	Tim Pingley	1803 Murdoch Ave Parkersburg, WV 26101	Mon Power	Manager, Operations Sen	304-481-4917	tpingle@firstenergycorp.com

LITTLE KANAWHA RC&D

Resource Conservation & Development Council

1014 Volcano Road
Waverly, WV 26184-9777

Phone: (304) 679-3639
Email: info@lkrcd.com



Little Kanawha RC&D

Coordinator - D. J. Allen (from Ritchie County)

Chairman - Dick Waybright (from Jackson County)

Vice Chairman - Carroll Cumberledge (from Wetzel County)

Treasurer - Delmas Carr (from Wood County)

Secretary - Sam Sheets (from Roane County)

- **Little Kanawha RC&D is celebrating 50 years of service to WV**
 - In 1966, the Little Kanawha RC&D area was the first RC&D in the state to be authorized for funding, and was the 13th in the nation.
- We serve Calhoun, Jackson, Pleasants, Ritchie, Roane, Tyler, Wetzel, Wirt and Wood counties and we are a 501(c)(3) non-profit.
- We have a Mini Grant Program to benefit Land & Water related projects, with seed money to help start, boost or complete improvement projects.
- We have a Revolving Loan fund for natural resource based businesses.
- Some of the project areas in our counties have or now include the Williamstown Wetlands trail, the Gilmore Elementary School Trail in Jackson Co., which will be put to bid very soon, and the North Bend Lake Trail, due to be completed this year.
- Our sustaining program is Project Sharing.

Project Sharing

- **Project Sharing was started in 2006 as an outreach to those in need, with a focus on serving ORGANIZATIONS who serve those in need. We don't serve individuals – wish we could! We are committed to helping improve the lives of residents in our 9-county area by assisting non-profits as they assist the ill, needy, underserved, and people of all ages.**
- Project Sharing receives products (as-is) from about several sources.
 - To do that, we pay Membership and organizational fees in order to receive items.
 - One supplier does not charge
 - Another supplier WE DONATE a set amount to help with trucking costs to get the supplies to us.
 - We have everything from kitchen & bathroom cabinets, sinks, windows, doors, electrical and plumbing supplies to home repair items, bathtubs, some appliances, to educational materials, books, personal care items, emergency blankets, to ladies slippers, bundles of clothing, some paint, paint rollers and pads, to a variety of items to help make everyday life easier for those who are in need.
- We can't ask for donations for items taken from the warehouse – BUT - we hope that organizations who do pickups will donate to Project Sharing to help keep our program active.
- Without Project Sharing, there would be many needs that would go unmet in our communities. This is a continuous circle as long as we all do our part to help keep it going.

LITTLE KANAWHA RC&D

Resource Conservation & Development Council

1014 Volcano Road
Waverly, WV 26184-9777

Phone: (304) 679-3639
Email: info@lkrcd.com



Guiding Principles of Project Sharing are:

- ❖ To assist other non-profits as they assist others.
 - ❖ To help improve the well being of those in our service areas by making items available.
 - ❖ To practice and encourage good stewardship of and accountability for all of the resources entrusted to us.
 - ❖ To foster growth among staff, volunteers, donors and program participants.
 - ❖ To involve other organization to bring a positive impact on the lives of those served.
- Our Project Sharing Manager is Carol Gorby, who travels from Wetzel County to help us fulfill our mission.
 - We're located at 2309 Gihon Road, just about a block down from Ollies in South Parkersburg. Old farmers market building, large, white building in about a 5-acre fenced area.
 - Open Wednesdays from 9 AM to 2 PM, just 1 day a week. Applications are available at the warehouse for new organizations wishing to do pickups or they can be sent via email. You may call Carol Gorby at 304-893-9723 Tuesdays or Wednesdays, or D. J. Allen at 304-679-3639 (unless I am out of range).

We all bring something unique to Project Sharing.

Project Sharing is based on a philosophy of collaboration. Our County Commissions, conservation districts and many others contribute to our many programs and we hope to keep that partnership vibrant. Project Sharing isn't just about our inventory, it's about providing for those in need and the relationships we form with our associations. If we all work together we can make a difference. It can be little, or it can be big – it is up to all of us to decide!!!

Thank you for your time and interest in assisting our efforts. We have helped make a difference in each county, and we hope to continue.

Thank you!!
*On behalf of the RC&D Council
and the Project Sharing Manager*
D. J. Allen, Coordinator
Little Kanawha RC&D
1014 Volcano Road
Waverly, WV 26184
dj.allen@lkrcd.com

Mission Statement:

“Assist local communities to manage their natural resources in ways that improve the area’s economy and environment.”

Vision Statement: “Leading our communities through partnerships to make things happen.”

MARCH 7, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION CALLED FOR A SPECIAL
SESSION TO BE HELD IN REGARD TO THE PREPARATION OF
THE BUDGET FOR THE FISCAL YEAR 2016/2017.

ORDER

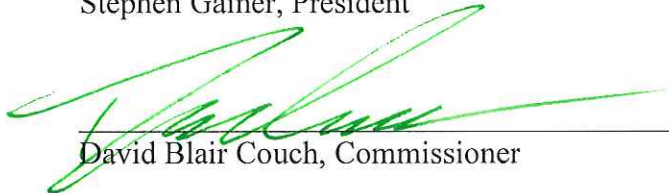
On this date, the County Commission of Wood County, in regular session, announced to all concerned, upon a motion made by David Blair Couch, seconded by Stephen Gainer and passed, that they, as a Commission, are calling for a SPECIAL SESSION to be held March 10, 2016 at 9:30 A.M. Said session is being held for the preparation of the budget for the fiscal year 2016/2017 as required by Chapter 11, Article 8, Section 10 of the West Virginia Code of 1931, as amended. This meeting will be held in the County Commission Office of the Wood County Courthouse.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner

M/special session – budget 2016

Mark Rhodes
WOOD COUNTY 08:56:28 AM
Instrument No 8696423
Date Recorded 03/07/2016
Document Type CDD
Pages Recorded 1
Book-Page 71-342

MARCH 7, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE TIANO-KNOPP ASSOCIATES, INC. TO APPLY FOR A TRANSPORTATION ALTERNATIVES GRANT FOR A BICYCLE/PEDESTRIAN PATH ON BEHALF OF THE COMMISSION.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and passed, did hereby AUTHORIZE Tiano-Knopp Associates, Inc. to apply for Transportation Alternatives Grant on behalf of the Commission. Said grant application is with the West Virginia Department of Highways (WVDOH) in the amount of ten thousand dollars and zero cents (\$10,000.00), with the County Commission providing up to two thousand dollars and zero cents (\$2,000.00) as the required match.

Said Transportation Alternative Grant application is for the planning, engineering and design phase for a bicycle/pedestrian path adjacent to the West Virginia 14 northbound (known as Pike Street) in south Parkersburg, West Virginia.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Stephen Gainer, President


David Blair Couch, Commissioner

M/3320

Mark Rhodes
WOOD COUNTY 08:58:27 AM
Instrument No 8696425
Date Recorded 03/07/2016
Document Type ODD
Pages Recorded 1
Book-Page 71-343

MARCH 7, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE TIANO-KNOPP ASSOCIATES, INC. TO APPLY FOR A TRANSPORTATION ALTERNATIVES GRANT FOR IMPROVEMENTS TO THE RAILS TO TRAILS ON BEHALF OF THE COMMISSION.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and passed, did hereby AUTHORIZE Tiano-Knopp Associates, Inc. to apply for Transportation Alternatives Grant on behalf of the Commission. Said grant application is with the West Virginia Department of Highways (WVDOH) in the amount of seventy-five thousand dollars and zero cents (\$75,000.00), with the County Commission providing up to fifteen thousand dollars and zero cents (\$15,000.00) as the required match.

Said Transportation Alternative Grant application is for the planning, engineering and design for improving a slip along the Rails to Trails (North Bend Rail Project), Wood County, West Virginia.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Stephen Gainer, President


David Blair Couch, Commissioner

M/3321

Mark Rhodes
WOOD COUNTY 09:01:11 AM
Instrument No 8696427
Date Recorded 03/07/2016
Document Type COO
Pages Recorded 1
Book-Page 71-344

MARCH 7, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
STEPHEN GAINER, AS PRESIDENT, TO EXECUTE AN
APPLICATION FOR A COMMUNITY CORRECTIONS
GRANT.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and passed, did hereby AUTHORIZE Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to EXECUTE an Application for a Community Corrections Grant with the West Virginia Division of Justice and Community Services. Said grant application is in the amount of five hundred ninety-eight thousand nine dollars and zero cents (\$598,009.00) and is on behalf of the Wood County Day Report Center.

A copy of the General Administrative Information, Budget Information and Project Narrative, is attached to this Order and should be made a part thereof. Further information submitted with the Application is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner

**West Virginia Community Corrections
Grant Program Application**

**General Administrative Information
Page 1**

Applicant Agency: Wood County Commission
Address: One Court Square
Parkersburg, WV 26101
Phone: 304-424-1984
Fax Number: 304-424-0194

Type of Agency:
 Municipality
 County
Type of Application:
 For State Funds
 No State Funds

Project Director: Toni Tiano
PD Title: Grant Consultant
Address:
1 Court Sq. Pks. WV 26101
Phone: 304-428-7760
Fax: 304-485-2925
Email: tianoknopp@suddenlink.net

Fiscal Officer: Mark Rhodes
FO Title: Wood County Clerk
Address:
1 Court Sq. Pks. WV 26101
Phone: 304-424-1850
Fax: 304-424-0194
Email: mrhodes@woodcountywv.com

State Funds Requested: \$598,009

Amount Awarded:

Local Funds Committed: 217,803

(for DJCS use only)

Project Period: July 1, 2016 – June 30, 2017

Number of years previously funded: 12 **Previous Years Number admitted:** 242

Geographic Area(s) Served:

Total Population: 129,820

Project Title: MOVRDRC

Project Description: Serves counties of Wood, Jackson, and Roane

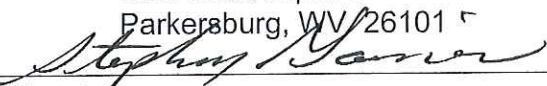
Certification: To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by the governing body and the applicant will comply with the attached special conditions and assurances, if funding is provided.

Authorized Official: Stephen Gainer

AO Title: President

Address: One Court Square
Parkersburg, WV 26101

Phone: 304-424-1984
Fax: 304-424-0194
E-Mail: seufer@woodcountywv.com

Signature: 

Date: March 7, 2016

West Virginia Community Corrections Grant Program Application	Budget Summary Page 2
--	----------------------------------

Applicant: Wood County Commission	FEIN Number: 556000417
-----------------------------------	------------------------

Budget Category	WV Community Corrections Requested Funds (A)	Local (Match) Funds (B)	Total Budget (A + B)
Personnel/Contractual	\$598,009.00	\$180,003.00	\$778,012.00
Travel/Training	0.00	0.00	0.00
Equipment	0.00	0.00	0.00
Other	0.00	\$37,800.00	\$37,800.00
Totals	\$598,009.00	\$217,803.00	\$815,812.00

**All funds must be rounded to the nearest whole dollar amount*

Funding Strategy

Funding Source(s)	Amount	Status
WV Community Corrections Grant	\$598,009.00	P
Client Fees	\$12,000.00	P
Wood County Commission	\$37,800.00	P
Jackson County Commission	\$25,000.00	P
Roane County Commission	\$25,000.00	P
Senate Bill 371 Reimbursement	\$52,000.00	P
WV Supreme Court of Appeals	\$66,003.00	P
Total	\$815,812.00	

Funding Source - Separately list each source of funds that will be used in the program.

Amount - Enter the amount received or anticipated for each

Status - Indicate the status of each funding source as follows:

P – Projected grant, loan or donation

A – Application submitted (**apart from this CC Grant Application**) and under review

C – Funds Committed

R – Funds received, appropriated or on hand

WEST VIRGINIA COMMUNITY CORRECTIONS

BUDGET DETAIL

GRANT PROGRAM APPLICATION

Page 3

Budget Category	Requested Community Corrections Funds	Local Funds Utilized	Approved (DCJS Use Only)
Personnel / Contractual:			
Day Report Center Director - Hernando Escandon			
Salary - \$54,658	\$54,658.00		
Retirement - \$54,658 x .14	\$7,652.00		
FICA - \$54,658 x .0765	\$4,181.00		
WC - \$54,658 x .031	\$1,694.00		
Health Insurance - \$788.47 x 12 mos.	\$9,462.00		
Dental Insurance - \$20.64 x 12 mos.	\$248.00		
Life Insurance - \$2.21 x 12 mos.	\$27.00		
Vision Insurance - \$7.14 x 12 mos.	\$86.00		
Assistant Director - Amy Church			
Salary - \$43,798	\$43,798.00		
Retirement - \$43,798 x .14	\$6,132.00		
FICA - \$43,798 x .0765	\$3,351.00		
WC - \$43,798 x .031	\$1,358.00		
Health Insurance - \$1,722.59 x 12 mos.	\$20,671.00		
Dental Insurance - \$20.64 x 12 mos.	\$248.00		
Life Insurance - \$2.21 x 12 mos.	\$27.00		
Vision Insurance - \$7.14 x 12 mos.	\$86.00		
Administrative Assistant - Patrica Lynch			
Salary - \$26,230	\$26,230.00		
Retirement - \$26,230 x .14	\$3,672.00		
FICA - \$26,320 x .0765	\$2,007.00		
WC - \$26,320 x .031	\$813.00		
Health Insurance - \$788.47 x 12 mos.	\$9,462.00		
Dental Insurance - \$20.64 x 12 mos.	\$248.00		
Life Insurance - \$2.21 x 12 mos.	\$27.00		
Vision Insurance - \$7.14 x 12 mos.	\$86.00		
Jackson County Site Coordinator/Case Manager Jeanette Easthom			
Salary - \$30,561	\$30,561.00		
Retirement - \$30,561 x .14	\$4,279.00		
FICA - \$30,561 x .0765	\$2,338.00		
WC - \$30,561 x .031	\$947.00		
Health Insurance - \$788.47 x 12 mos.	\$9,462.00		
Dental Insurance - \$20.64 x 12 mos.	\$248.00		
Life Insurance - \$2.21 x 12 mos.	\$27.00		
Vision Insurance - \$7.14 x 12 mos.	\$86.00		
Case Manager - Karah Casto			
Salary - \$27,000	\$27,000.00		
Retirement - \$27,000 x .14	\$3,780.00		

FICA - \$27,000 x .0765	\$2,066.00		
WC - \$27,000 x .031	\$837.00		
Health Insurance - \$788.47 x 12 mos.	\$9,462.00		
Dental Insurance - \$20.64 x 12 mos.	\$248.00		
Life Insurance - \$2.21 x 12 mos.	\$27.00		
Vision Insurance - \$7.14 x 12 mos.	\$86.00		
Site Coordinator - Heather Paxton			
Salary - \$37,440	\$37,440.00		
Retirement - \$37,440 x .14	\$5,242.00		
FICA - \$37,440 x .0765	\$2,864.00		
WC - \$37,440 x .031	\$1,161.00		
Health Insurance - OPTED OUT			
Dental Insurance - \$20.64 x 12 mos.	\$248.00		
Life Insurance - \$2.21 x 12 mos.	\$27.00		
Vision Insurance - \$7.14 x 12 mos.	\$86.00		
Case Manager/Counselor - Kelsey Preston			
Salary - \$29,580	\$29,580.00		
Retirement - \$29,580 x .14	\$4,141.00		
FICA - \$29,580 x .0765	\$2,263.00		
WC - \$29,580 x .031	\$917.00		
Health Insurance - \$788.47 x 12 mos.	\$9,462.00		
Dental Insurance - \$20.64 x 12 mos.	\$248.00		
Life Insurance - \$2.21 x 12 mos.	\$27.00		
Vision Insurance - \$7.14 x 12 mos.	\$86.00		
Case Manager/Counselor - Sherry Wise			
Salary - \$34,000	\$34,000.00		
Retirement - \$34,000 x .14	\$4,760.00		
FICA - \$34,000 x .0765	\$2,601.00		
WC - \$34,000 x .031	\$1,054.00		
Health Insurance - \$788.47 x 12 mos.	\$9,462.00		
Dental Insurance - \$20.64 x 12 mos.	\$248.00		
Life Insurance - \$2.21 x 12 mos.	\$27.00		
Vision Insurance - \$7.14 x 12 mos.	\$86.00		
Case Manager - Travis Bunner			
Salary - \$27,000	\$27,000.00		
Retirement - \$27,000 x .14	\$3,780.00		
FICA - \$27,000 x .0765	\$2,066.00		
WC - \$27,000 x .031	\$837.00		
Health Insurance - \$788.47 x 12 mos.	\$9,462.00		
Dental Insurance - \$20.64 x 12 mos.	\$248.00		
Life Insurance - \$2.21 x 12 mos.	\$27.00		
Vision Insurance - \$7.14 x 12 mos.	\$86.00		
Case Manager - Jeff DeLancey			
Salary - \$27,000	\$27,000.00		
Retirement - \$27,000 x .14	\$3,780.00		
FICA - \$27,000 x .0765	\$2,066.00		
WC - \$27,000 x .031	\$837.00		
Health Insurance - \$788.47 x 12 mos.	\$9,462.00		
Dental Insurance - \$20.64 x 12 mos.	\$248.00		
Life Insurance - \$2.21 x 12 mos.	\$27.00		
Vision Insurance - \$7.14 x 12 mos.	\$86.00		
Case Manager - Vacant			

Salary - \$27,000	\$27,000.00	
Retirement - \$27,000 x .14	\$3,780.00	
FICA - \$27,000 x .0765	\$2,066.00	
WC - \$27,000 x .031	\$837.00	
Health Insurance - \$1,722.59 x 12 mos.	\$20,671.00	
Dental Insurance - \$20.64 x 12 mos.	\$248.00	
Life Insurance - \$2.21 x 12 mos.	\$27.00	
Vision Insurance - \$7.14 x 12 mos.	\$86.00	
Support Staff-Samantha Cobb		
Salary - \$18,096	\$18,096.00	
Retirement - \$18,096 x .14	\$2,533.00	
FICA - \$18,096 x .0765	\$1,384.00	
WC - \$18,096 x .031	\$561.00	
MATCH		
Personnel / Contractual:		
Office Assistant - Quyen Nguyen		
Salary - \$28,500	\$28,500.00	
Retirement - \$28,500 x .14	\$3,990.00	
FICA - \$28,500 x .0765	\$2,180.00	
WC - \$28,500 x .031	\$884.00	
Health Insurance - \$788.47 x 12 mos.	\$9,462.00	
Dental Insurance - \$20.64 x 12 mos.	\$248.00	
Life Insurance - \$2.21 x 12 mos.	\$27.00	
Vision Insurance - \$7.14 x 12 mos.	\$86.00	
Support Staff-Vacant		
Salary - \$23,920	\$23,920.00	
Retirement - \$23,920 x .14	\$3,349.00	
FICA - \$23,920 x .0765	\$1,830.00	
WC - \$23,920 x .031	\$742.00	
Health Insurance - \$788.47 x 12 mos.	\$9,462.00	
Dental Insurance - \$20.64 x 12 mos.	\$248.00	
Life Insurance - \$2.21 x 12 mos.	\$27.00	
Vision Insurance - \$7.14 x 12 mos.	\$86.00	
Support Staff - Kevin Townsend, Jr.		
Salary - \$23,920	\$23,920.00	
Retirement - \$23,920 x .14	\$3,349.00	
FICA - \$23,920 x .0765	\$1,830.00	
WC - \$23,920 x .031	\$742.00	
Health Insurance - \$1,722.59 x 12 mos.	\$20,671.00	
Dental Insurance - \$20.64 x 12 mos.	\$248.00	
Life Insurance - \$2.21 x 12 mos.	\$27.00	
Vision Insurance - \$7.14 x 12 mos.	\$86.00	
Part-Time Office Assistant - Priscilla Greathouse		
Salary - \$14,326	\$14,326.00	
Retirement - \$14,326 x .14	\$2,006.00	
FICA - \$14,326 x .0765	\$1,096.00	
WC - \$14,326 x .031	\$444.00	
Part-Time Office Assistant - James Rutter		
Salary - \$14,326	\$14,326.00	
Retirement - \$14,326 x .14	\$2,006.00	
FICA - \$14,326 x .0765	\$1,096.00	

WC - \$14,326 x .031		\$444.00	
Part-Time Office Assistant - Cale Copley			
Salary - \$4,940		\$4,940.00	
Retirement - NA		\$0.00	
FICA - \$4,940 x .0765		\$378.00	
WC - \$4,940 x .031		\$153.00	
Part-Time Security - Neil Rader			
Salary - \$2,600		\$2,600.00	
Retirement - NA		\$0.00	
FICA - \$2,600 x .0765		\$199.00	
WC - \$2,600 x .031		\$75.00	
SPACE			
Wood County - \$1,500 x 12 mos.		\$18,000.00	
Jackson County - \$1,100 x 12 mos.		\$13,200.00	
Roane County - \$550 x 12 mos.		\$6,600.00	

Total Local Funds:	\$598,009.00		
Total State Community Corrections Funds:		\$217,803.00	
Total APPROVED for Project			\$0.00

** All Funds Must Be Rounded To The Nearest Whole Dollar Amount **

WEST VIRGINIA COMMUNITY CORRECTIONS

Grant Program Application

BUDGET JUSTIFICATION

PAGE - 4 - |

Provide specific information that explains each proposed expense for the project. State clearly and in concise detail the breakdown and justification of need for each item requested for funding in the Budget Detail pages. Also, provide an identified breakdown of matching funds. Be sure to label the breakdown of matching funds as such. Attach additional pages if necessary.

GRANT FUNDS - \$598,009**Personnel/Contractual – GRANT FUNDS**

A total of \$598,009 is being requested in grant funds in the personnel/contractual category for employees who are full-time Wood County employees (salary, benefits, and insurance).

The full-time positions are:

Day Report Center Director	\$54,658
Assistant Director	\$43,798
Case Manager # 1	\$29,580
Case Manager # 2	\$27,000
Case Manager # 3	\$27,000
Case Manager #4	\$27,000
Case Manager #5	\$27,000
Administrative Assistant	\$26,230
Site Coordinator – Jackson County	\$30,561
Site Coordinator	\$37,440
Case Manager/Counselor – Jackson/Roane Counties	\$34,000
Support Staff	\$18,096
TOTAL FULL-TIME EMPLOYEES SALARY	\$382,363

Benefits for the full-time employees are as follows:

Retirement - $\$382,363 \times .14$	\$53,531
Social Security - $\$382,363 \times .0765$	\$29,251
Workers Comp. - $\$382,363 \times .031$	\$11,853
Total Full-Time Employee Benefits	\$94,635

Insurance for full-time employees is as follows:

$\$818.52 \times 12 \text{ mos.} \times 8 \text{ employees}$	\$78,578
$\$1,753 \times 12 \text{ mos.} \times 2 \text{ employees}$	\$42,072
$\$361 \times 1 \text{ employee}$	\$ 361
Total Insurance	\$121,011
TOTAL PERSONNEL GRANT FUNDS	\$598,009

TOTAL GRANT FUNDS REQUESTED **\$598,009**

MATCH FUNDS = \$364,501.00

Personnel/Contractual – MATCH FUNDS

The following is a listing of the full-time employees and non-full time employees of the Day Report Center which will be used as part of the match requirement.

The full-time positions are:

Office Assistant	\$28,500
Support Staff	\$23,920
Support Staff	\$23,920

TOTAL FULL-TIME EMPLOYEES SALARY **\$76,340**

Benefits for the full-time employees are as follows:

Retirement - \$76,340 x .14	\$10,687
Social Security - \$76,340 x .0765	\$ 5,839
Workers Comp. - \$76,340 x .031	\$ 2,366

Total Full-Time Employee Benefits **\$18,892**

Insurance for full-time employees is as follows:

\$818.52 x 12 mos. x 2 employees	\$19,643
\$1,753 x 12 mos. x 1 employee	\$21,036

Total Insurance **\$40,689**

NON-FULL TIME EMPLOYEES:

Office Assistant	\$14,326
Office Assistant	\$14,326
Office Assistant	\$ 4,940
Support Staff – Security	\$ 2,600

TOTAL NON-FULL TIME EMPLOYEES SALARY **\$36,192**

Benefits for non-full time employees are as follows:

Retirement - \$28,652 x .14	\$4,011
Social Security - \$36,192 x .0765	\$2,768
Workers Comp. - \$36,192 x .031	\$1,121

Total Non-Full Time Employee Benefits **\$7,900**

TOTAL PERSONNEL/CONTRACTUAL MATCH **\$180,003**

Space MATCH Funds

Wood County Rent - \$1,500/mo. x 12 mos.	\$18,000
Jackson County Rent - \$1,100/mo. x 12 mos.	\$13,200
Roane County Rent - \$550/mo. x 12 mos.	\$ 6,600

TOTAL SPACE MATCH	\$37,800
--------------------------	-----------------

TOTAL CASH MATCH	\$217,803
-------------------------	------------------

Please provide information that describes the proposed project. State clearly and in concise detail the purpose and direction of the project, including all components described in the project narrative section of the application instructions. All components must be addressed in the order listed in the instructions. Attach additional pages if necessary and label additional pages as 5a, 5b, 5c, etc.

A. PROBLEM STATEMENT

It is understood that the criminal justice system cannot eliminate all criminal behaviors. Achieving that goal is unrealistic, even if each branch of the system were to operate at its optimal level and seamless cooperation were to exist between each branch. Despite exceptional police presence and response from the judicial systems, there continues to be high rates of crime in Wood, Roane, and Jackson Counties. Crimes against property and persons motivated by substance abuse and addiction continue the trend of seeing the largest increase in all crimes over the past several years.

In recent years, local law enforcement officials have consistently reported that the selling prices for many addictive substances in this area are significantly higher than the selling prices in most urban areas. This fact is believed to contribute heavily to the high (and continually increasing) rates of property crime and retail theft that local substance users frequently perpetrate.

The combination of the high selling prices, high demand, and lack of organized competition has proven sufficient to attract distributors of substantial quantities of addictive substances to this area who originate from large metropolitan areas (such as Columbus, OH and Detroit, MI). Anecdotal evidence obtained from those sellers who originate from large urban areas consistently supports this suspicion.

Offenders motivated by an underlying addiction who do not have appropriate substance use treatment as part of their sentencing requirements experience a very high rate of recidivism. Although not a direct cause of domestic violence, family conflict is exacerbated by substance abuse, putting intimate partners and children at increased risk. These factors frequently serve to make the home environment the most dangerous place for victims of domestic violence.

According to Wood County Coroner Mike Sinclair, the number one cause of death by overdose is the ingesting of a lethal quantity of opioids. Mr. Sinclair reports that 34 such accidental overdose deaths occurred during the 2015 calendar year, which is a slight reduction to the 37 such deaths that were recorded in 2014. These deaths are officially referred to as drug toxicity overdose; the mean age of the victims remained steady in 2015 at 25 to 35 years of age.

Mr. Sinclair again cited opioid overdose, both in the forms of prescription painkillers and heroin, as the predominant cause for these deaths. He has continued his informal practice of attempting to save additional lives by talking to friends and family members of overdose victims in order to educate them about the potential for strong or toxic substances becoming available in the area.

June Kuhn, Camden Clark Memorial Hospital Emergency Room Manager, reports her department treated approximately the same number of heroin overdoses during 2015 as they

treated in 2014. The month of July 2015 contained a particularly large number of heroin overdoses; a phenomenon for which her department has no definitive explanation. Similar to previous years, Ms. Kuhn says the first few days of each calendar month is the period of time when overdose patients are most likely to be present at the ER. The only plausible (yet unverified) explanation for this observation is that many local overdose victims rely on government assistance, which is typically issued to its beneficiaries on or near the first day of every month.

The ER staff has also noted that historically, whenever a new addictive substance (or whenever a different version of an existing substance that is stronger and/or more toxic than the version formerly available) infiltrates the local area, an increase in the number of patients who have overdosed or experienced a toxic reaction to that substance is a frequent result. Although she does not believe that any new substances of consequence were introduced into this area in 2015, the availability of a different version of heroin might explain the previously mentioned increase in heroin overdoses that her department observed in July 2015. Ms. Kuhn advised her department continues to treat fewer patients for overdose of prescription opioids and virtually all addictive substances other than heroin. Unfortunately, this lower number remains insufficient to offset the continued high number of heroin overdoses.

The ER staff continues their policy of minimizing the frequency with which they administer and/or prescribe opioid medications to those patients who seek treatment in their ER with pain as a primary symptom. This is consistent with the changes in practice that are reportedly in evidence among many other healthcare providers. Nevertheless, Ms. Kuhn indicated that the ER continues to have a large number of patients who present at their facility specifically seeking (and at times adamantly demanding) addictive prescription medications; most often opioids.

Some individuals (including many of those who provide addiction counseling services) have speculated that a causal explanation exists to account for the decrease in prescription opioid use and the increase in heroin use that has been noted in recent years. Specifically, that those who had developed a pattern of misusing prescription opioids began using heroin instead as those medications became more difficult to obtain from healthcare providers.

However, according to an article dated 1/13/16 and appearing in the *Addiction Professional* (which cites an article that appeared in the *New England Journal of Medicine* on 1/14/16), the research into this question has thus far not yielded support for this assumption. The article indicates that the increase in heroin use is believed to have begun several years before prescription opioids became more difficult to obtain. Furthermore, the very low cost of heroin in recent years is viewed as the primary catalyst for this increase in its use. Anecdotal evidence obtained by law enforcement suggests that the comparatively low cost of heroin (particularly in an area where many other addictive substances remain prohibitively expensive) is in fact the primary catalyst for the significant increase in its usage.

This development has required an increased level of attention from law enforcement and has posed an additional risk to the well-being of our communities. The number of resources which must be devoted to responding to this activity has been cited by local law enforcement as the

primary reason that they cannot simultaneously investigate other types of illegal behavior that the public might request (frequently allegations of driving under the influence). There is ongoing concern that this problem will continue its recent pattern of growing in scale as more and more of those who are currently addicted to prescription opioids turn to illicit sources in search of an alternative that is both more affordable and more easily obtainable.

Regionally, the local effort to combat the manufacturing and use of methamphetamine continues, with numerous "meth labs" continuing to be identified. Compounding this problem is information that we have consistently received from many of our program's clientele, who indicate that they are resorting to manufacturing methamphetamine on their own more frequently in response to the increased difficulty that they encounter while trying to afford the local purchasing prices for it.

The detrimental effects of this trend cause suffering not only to those who manufacture, sell and abuse the drug, but even more importantly to the children who are exposed to the harmful vapors and other byproducts which result from the manufacturing process. Furthermore, children raised in close proximity to methamphetamine production experience substantially greater risks of parental neglect, in addition to all forms of abuse from their parents and others who are involved with the manufacturing process and/or using the drug itself.

Unfortunately, inpatient treatment centers are low in number and typically difficult to access in this area. Furthermore, some inpatient centers are not equipped to house adult female addicts as well as their children. When faced with only these undesirable choices, many addicts decide against pursuing any type of treatment on a voluntary basis.

Efforts were made to contact officers with the Parkersburg Violent Crimes & Narcotics Task Force, for updated information regarding the number of methamphetamine lab arrests in the Parkersburg area. Unfortunately, as of this writing, the identified contact person for that department has yet to respond to any of those inquiries.

The DRC has received information to suggest that in 2015 the problem of synthetic drugs such as methylenedioxypyrovalerone (commonly referred to as "bath salts") and K2 continues their recently observed trend of diminishing to some extent in our communities. Nevertheless, our continued affiliation with the local branch of the West Virginia Drug Testing Laboratories, Inc. (WVDTL) renders us capable of quickly testing for these substances whenever their use is suspected.

Court officials in all three of the counties that we serve indicated that they were recently required to implement a new computerized record keeping system. Unfortunately, this new system does not permit them to easily tabulate the number of arrests for any specific offense.

The Wood County Magistrate Court Clerk reported that the document detailing every arrest in Wood County for 2015 contains 777 pages which cannot be sorted by offense category. The process of counting each offense separately was far too onerous for any of our local court personnel to undertake. Consequently, we regret to report that we are unable to include arrest

data for 2015 in this application. All three court systems indicated that as they become more familiar with the new record keeping system, they would be happy to provide arrest data to the DRC in the event that they determine a method for doing so.

It has become apparent to the DRC's clinical staff that the occurrences of untreated mental health problems which frequently co-exist with addiction are a significant barrier to our clientele maintaining optimal functioning in our communities. In previous years, our attempts to address these needs focused on referring such clients to local mental health facilities for mental health treatment.

Unfortunately, the inconsistent communication we continue to receive from many of the providers at these other facilities has created a barrier to this agency's ability to effectively supervise this clientele and monitor their response to treatment. Although difficult to prove, it is suspected that this difficulty would result in higher levels of recidivism.

Our efforts to resolve this barrier with our collaborating agencies continue with the goal of establishing a more effective coordination of services. However, at the present time, these efforts remain time consuming and difficult to achieve because of the high client/staff ratio we continue to experience.

One welcome development to assist with these efforts was the hiring of a local Community Engagement Specialist (CES), who is employed under a separate grant that is part of the Justice Reinvestment Initiative (JRI). Several of our regular clientele who presented with co-occurring disorders were subsequently transferred to the CES. Her efforts to improve communication and collaboration with other community providers has yielded modest (but gradually improving) results as of this writing. Most importantly, this clientele has experienced greater ease with accessing the services from other providers.

b. Description of method used to evaluate the local need for services

The decisions pertaining to the specific services offered at each of our agency's regional offices continue to be made in consultation with our local Community Criminal Justice Board (LCCJB). These decisions are modified as indicated through a combination of regular board meetings and ongoing communication with program stakeholders, such as Parole, Probation, Home Confinement, County Prosecutors, Magistrates, Circuit and Family Court Judges, the Department of Health and Human Resources (DHHR), and the local Drug Court.

In order to facilitate the process of receiving regular feedback from our stakeholders, a satisfaction survey was drafted during a previous grant year. A copy of the satisfaction survey is included with this application. The surveys were given to numerous referral sources during this grant year. Unfortunately, the feedback obtained from those surveys that were returned suggest that some of our referral sources lack adequate knowledge of our agency's target population and the range of services that we can appropriately provide.

Client exit interviews provide feedback on the extent to which our consumers perceive their participation in the agency's programming to be of benefit. Unfortunately, much of the feedback obtained during these interviews failed to contain consistent responses for which obvious areas of improvement could be undertaken.

Our regional agency has also learned the importance of keeping the community advised of the services which we offer. By utilizing the media to obtain coverage about programming and successes and barriers experienced by our agency, we have been able to minimize any impact from inaccurate perceptions about the program as well as open a line of communication for feedback from the community at large. We have also utilized social media as a primary source of communication with our clientele; not merely about our agency's operations, but also a source of information about other local resources and opportunities.

Interacting with other community correction programs also serves as a valuable tool to gauge the overall level of services provided locally. Statewide meetings and training programs as well as information from the Division of Justice and Community Services Office were all beneficial for identifying not only potential local needs but also the most effective ways in which to meet those needs. Furthermore, information gleaned from these meetings regarding future trends in criminal justice, health care, and funding also proved valuable.

Offenders served by direct referral to Community Corrections include those who are assessed to be of a medium or high risk according to the Level of Service/Case Management Inventory (LS/CMI). Domestic abuse offenders who are referred directly to Community Corrections and assessed as low risk continue to be served through the Batterer's Intervention and Prevention Program (BIPP). The BIPP continues to operate under a 3-year period of licensure that was obtained in July 2013 from the West Virginia Family Protection Services Board (FPSB).

Referrals received from parole, probation, pretrial release, or as condition of bond are provided services as indicated by the LS/CMI results and applicable credentialing/ethical codes. The agency quickly received a substantial increase in the number of referrals received from the local parole authority once funding to provide services to this clientele became available through Senate Bill 371. This initial increase has been largely maintained throughout the current fiscal year.

The agency's regional offices also receive referrals from the DHHR for assessment and (when applicable) recommendations for services designed to increase the safety and security of the children and families in our communities.

The DHHR routinely requests assessments for substance abuse itself and as a complicating factor in cases where the client was involved with (as either a perpetrator or a victim) of domestic abuse. It is not unusual for these assessments to result in services being recommended (and subsequently rendered) by our agency.

Because this clientele is usually not referred as a result of a conviction or criminal charge the LS/CMI is not among the instruments which are administered during the initial assessment

process. In such cases, our clinical staff utilizes other comprehensive assessment tools such as the agency's standard biopsychosocial assessment (which includes a mental status exam), the Substance Abuse Subtle Screening Inventory, Third Edition (SASSI-3), domestic violence assessments and an array of other assessment and screening tools as indicated.

All offenders who score at the medium or high level on the LS/CMI's education/employment category are referred to other appropriate local providers in order to address the specific need and/or risk which the inventory identified. Our agency has a broad array of substance abuse treatment options that are designed to permit the practice of individualized treatment planning, which improves outcomes by addressing specific levels of need at the recommended dosage for the clients we serve.

By far, the service most often identified as a need of our clientele (and requested by our referral sources) is substance abuse treatment, followed by BIPP, and theft prevention classes.

Regarding the problem of domestic violence, some of these perpetrators are directly sentenced to the agency by the court system, while other referrals come from the DHHR due to child abuse/neglect. While the primary focus of the treatment planning in these cases is related to domestic violence, these clients frequently have co-existing substance abuse issues that are addressed and treated simultaneously whenever clinically appropriate. This practice is maintained in accordance with the well-known fact that the most common reason BIPP participants do not successfully complete that program is the presence of an active substance problem that is not treated.

Many offenders come to the DRC with co-existing substance abuse and mental health diagnoses. The DRC clinical staff has the requisite expertise to screen offenders for the existence of these co-occurring disorders and take the necessary steps in order to assure that these offenders are provided with all clinically appropriate services. If these services cannot be provided in house, referrals are promptly made to a behavioral health facility or other appropriate agency.

It is not uncommon for our agency's clients to be unemployed, without stable living arrangements, and deficient in the skills which can successfully address those problems. These deficits interfere with their ability to positively respond to interventions that are offered to them. It is imperative to link these clients with all necessary services in order to establish a sense of stability which will improve their response to both treatment and supervision. Any progress made in these areas can also be expected to significantly reduce the likelihood of recidivism.

The DRC experienced the increase in referrals as a result of Senate Bill 371 that was anticipated during the previous grant year. The local parole authority has implemented the practice of sending virtually all newly paroled offenders to the DRC for evaluation and treatment services (whenever the assessment results suggest that treatment is recommended).

Obvious challenges that present a barrier to the provision of services across the regional area include the rural nature of our localities which results in transportation problems. Fortunately, the Wood County community has the benefit of a public transportation system, and the Wood

County DRC has been able to occasionally provide clients with bicycles to assist with transportation.

The Roane and Jackson County offices are located in particularly rural geographic areas which create an even greater transportation problem. The high rates of poverty in these areas serve to increase the challenge of getting the clients to the office to receive needed supervision and programming. The employees in all of our offices work with not only the offenders but with their support systems and other social service agencies to identify and access every available resource for consistent transportation.

The Mid-Ohio Valley Regional Community Correction staff members have the necessary credentialing in order to provide most of the clinical services required by offenders who are referred to the agency. Although this is undoubtedly a positive development overall, it does present its own unique challenges.

Early during the current fiscal year, the Wood County site was pleased to offer an evidence-based life skills curriculum. However, this program by itself is not an adequate substitute for individualized case management services. Case management is better positioned to facilitate the client's ability to build the type of firm foundation which serves the dual purpose of maximizing the quality of his/her recovery while also serving to reduce the risk of recidivism.

Unfortunately, two of the full-time case managers for the Wood County site separated from service early during the current fiscal year, and the funding available to this agency was only sufficient to replace one of those positions. Consequently, we are seeking the increase in funding that is necessary in order to employ an additional full-time case manager for our Wood County site so that we can restore the level of case management services that we offered during the latter half of FY 2014-15.

Accessing all forms of adequate healthcare services remains a challenge for some of our clients. We continue to facilitate enrollment in healthcare programs to provide medical coverage for our clients and their families where applicable. Specifically, the expanded Medicaid program has offered a large percentage of our clients with much needed healthcare services. We have also maintained a good working relationship with Rural Health Agencies and the behavioral health systems that often provide opportunities to obtain services for our clients.

The complex array of problems that many of our clients experience (frequently as a result of long-term drug and alcohol abuse and the financial hardship which is commonly associated with it) leaves them vulnerable to a number of serious problems. These problems include (but are not necessarily limited to) belief systems that are conducive to family violence, a traumatic childhood that includes violence, low educational levels (less than 12th grade or equivalent); lack of transportation (which is frequently a result of revoked Operator's licenses), non-payment of fines, poor medical health; poor dental health and limited access to vision care or corrective lenses.

The presence of any of these problems serves to interfere with the process of providing appropriate services, particularly in a setting which has had an inadequate number of employees. Further complicating this problem are the occasional legal mandates whose brief durations sometimes do not appear to reflect a full understanding of the length of time that is necessary in order to successfully meet the treatment needs of our referrals.

B. Program Description and/or Solution to the Problem

Mid-Ohio Valley Regional Community Corrections aspires to increase community safety while holding medium and high risk offenders accountable for their behavior and providing appropriate evidence-based treatment. The agency has been serving Wood County for more than 10 years with the Jackson County site in operation for more than 5 years. Roane County clientele were treated at the Jackson County site soon after it opened. However, community feedback indicated a need for a site at Roane County which was opened four years ago. As the field of community corrections continues to evolve, our agency has become a part of the fabric of the criminal justice system and an essential resource to other community providers of behavior health services.

As the communities we serve further their understanding of the impact that addiction, violence, and lack of basic life skills/employability has on their communities as it relates to the perpetration of criminal activity, we anticipate that a similar understanding of the need for the services which this agency provides will continue to increase.

With this increased understanding of the importance of treatment as part of the rehabilitation and accountability of offenders, the need to continue the community corrections programming is essential. Meeting this need serves not only to address the problem of jail/prison overcrowding, but also to positively impact the rate of recidivism of offenders by engaging them in evidence-based programming and positive interactions with supervisory staff and clinicians.

Mid-Ohio Valley Regional Community Corrections has a highly credentialed well trained and motivated team of clinical staff. This credentialing includes a Licensed Professional Counselor (with Approved Licensed Professional Supervisory endorsement), an Advanced Alcohol and Drug Counselor (AADC), one Alcohol and Drug Counselor (ADC), a Certified Criminal Justice Professional, and Master Level Counselor who had previously functioned in other settings as a Supervised Psychologist. In addition, within the next fiscal year we anticipate having two case managers obtain the AADC, and another case manager (as well as our Community Engagement Specialist) obtain the ADC. All of our currently non-credentialed case management staff are receiving the work experience and clinical supervision that they require to become eligible for addiction counselor credentialing.

Substance abuse treatment is directly provided by our certified counseling staff or by our other case managers who are monitored by those who are already credentialed. Batterers Intervention also requires annual continuing education related to domestic violence as set forth by the WV Family Protection Services Board (FPSB).

Experience with our previous clientele has taught us that an expansive array of services is necessary. This experience served as the primary impetus for implementing the decision to provide multiple tracts of substance abuse treatment. Each tract is designed to increase the likelihood of our clients successfully completing our program while reducing their risk for recidivism. Evidenced-based practices also stress the importance of providing the dosage of treatment which is recommended by the client's assessed level of risk.

During the past year, the DRC has continues its collaboration with Workforce Investment programming for intensive case management related to obtaining employment. This relationship has served as a valuable resource for some of our clientele despite the fact that difficulties persist with accessing this service due primarily to transportation issues.

o Description of how the proposed project will address the needs identified in the problem statement:

The array of services offered by this agency is designed to maximize the impact on offenders who participate in the programming and result in a significantly reduced risk of reoffending. Best practice theory has determined that the most successful treatment programming is delivered by offering a participant appropriate treatment in the least restrictive setting possible. Those offenders who can be maintained in the community while under supervision and receiving treatment services are more likely to fully reintegrate into society than are those who are incarcerated and subsequently experience the barriers commonly associated with the readjustment process.

Since the vast majority of the clients have issues with substance abuse, domestic violence, and/or stealing behavior, treatment and education programs in these areas are usually provided on site by appropriately credentialed employees. The expertise of the agency's clinical staff in meeting the unique needs of the offender population cannot be matched by those service providers that are available to the general community.

During this fiscal year, the DRC acquired a copy of the Thinking for a Change curriculum. Although a few referral sources (particularly those in Jackson County) have requested that their clients participate in the program, as of this writing the number of referrals has been insufficient to offer the program. Further complicating our implementation is the recent DRC Directors meeting where information was conveyed which suggested that the program is currently ineligible for Medicaid reimbursement.

The difficulties with facilitating client access to outside resources that have been mentioned during previous grant applications remains; the main problem continues to be a lack of receiving timely feedback from the collaborating agencies. Although we continue to make every effort to address these concerns with our outside referral sources, this problem again serves as a primary impetus for the decision to retain additional case management staff. Turnover during this fiscal within our case management ranks has delayed our ability to fully implement our planned expansion of both the amount of intensive case management services and the range of in-house treatment services which we provide.

The Wood County site was pleased to offer one course each of Parenting Education and Life Skills during this fiscal year. Unanticipated staffing shortages following their completion interfered with our ability to offer these programs on a more consistent basis.

During the current fiscal year, the Wood County site also began to offer services through the Justice Reinvestment Initiative (JRI). This program is designed to better respond to referrals with multiple treatment needs that cannot realistically be provided by any singular entity. In this capacity, collaboration with the Mid-Ohio Valley Fellowship Home and Westbrook Health Services has begun. The Community Engagement Specialist (CES) is a DRC employee who has assumed primary responsibility for assessing referrals to the program, matching them to all appropriate community resources, collaborating with all providers involved, and facilitating communication between all providers in order to minimize the probability that the clients will reoffend or suffer a relapse in their symptomatology.

The Roane County site has been actively involved with the Roane/Calhoun Adult Drug Court, which officially opened during this fiscal year. Turnover within the position of Drug Court Coordinator delayed the timeframe for the program to begin operation. However, as of this writing, the DRC has completed initial assessments for several Drug Court referrals and has begun providing counseling services to two of its clients.

The Jackson County site agreed to a memorandum of understanding (M.O.U.) with the Kanawha Institute for Social Research & Action (KISRA) during the current fiscal year. This decision was made at the request of several Jackson County referral sources. The terms of the M.O.U. indicate that KISRA personnel will provide supplemental group counseling services to our Jackson County clientele.

At the time the M.O.U. was agreed to, KIRSA confirmed that they had the capacity to provide Parenting Education and a Domestic Violence Awareness program free of any cost to our clientele. Furthermore, KISRA's funding sources would permit them to provide financial incentives to the clients that the DRC is unable to offer. Unfortunately, as of this writing, the anticipated referrals for this program have yet to materialize. A meeting of most Jackson County service providers early in this fiscal year failed to offer any clarity as to the reason that program has not received the anticipated referrals.

o Description of the program's anticipated impact on the target population:

The main focus of programming provided by our agency is to rehabilitate offenders in a manner which also serves to preserve the safety and sanctity of our communities. By providing the appropriate level of supervision in combination with a high quality treatment program, we expect to maximize the likelihood that our clients will develop and consistently implement the basic range of skills which will facilitate their establishment as a productive member of the community.

These basic skills include (but are not necessarily limited to) obtaining/maintain gainful employment, demonstrating consistently appropriate parenting behavior toward their children, and otherwise becoming productive members of society. In addition, the programs anticipate a reduction in offenses in the areas of domestic violence, property crimes, and substance abuse.

o Describe the major activities necessary to impact on the target population

Activities and services necessary to impact the target population include a thorough and accurate assessment, comprehensive case management services, supervision, clinical services, as well as the collateral services provided by other community agencies which address the risks and needs that we cannot adequately address internally. Rather than developing a sense of complacency with our current programming, we strive for continuous quality improvement.

This goal is achieved through the use of continuous quality assurance, ongoing staff development, researching the latest information related to current best practices, and acquiring the most current evidenced based curriculums. Motivational Interviewing techniques and consistent use of our graduated reward and sanctions system are the primary tools of interaction with our clients. Continuing our efforts to interact with partners such as the judicial system remains essential in order to provide the most effective program to our clientele as well as for maintaining a consistent stream of appropriate referrals.

o Describe the major activities necessary to implement the project-BRIEFLY describe all service to be provided, procedures to be followed and how achievement will documented

Maintaining a qualified, well trained and highly motivated staff that provides the services to our clients is essential for carrying out effective programming. A summary of sequence of events that our clients typically experience is contained below:

Upon receiving a referral an appointment for the assigned case manager contact the client and an initial assessment is scheduled. In addition to performing the initial assessment, the case manager typically provides supervision and monitoring of the client's progress throughout the course of his/her participation. Please refer to the appendix for a detailed description of each group counseling service which the agency currently offers.

Once the initial assessment is complete, recommendations for services and the level of supervision are determined in accordance with the risk/need results identified by the LS/CMI (and/or other appropriate instruments) conveyed to the client. If recommended programming is not available in house (or in rare occasions not appropriate to be provided in house), referrals are made to outside agencies.

Mid-Ohio Valley Adult Drug Court (MOVADC): The MOVADC Coordinator continues to be housed at our Wood County site. The Drug Court is an alternative sentencing program for persons who are charged with crimes that are associated with substance use. This program offers individualized rehabilitative treatment options for persons assessed as a high current risk for reoffending as well as a high current need for substance abuse treatment services.

Client records are maintained in a locked room at each regional facility. In general, clients are determined to have successfully completed the program if they successfully complete all recommended programming, maintain urine drug screens that are negative for all prohibited substances, and having no additional criminal charges levied against them.

C. Project Assessment/Evaluation: Describe how the program will assess results of the proposed project:

The initial data collected and maintained is the number and type of referrals received by this agency. In addition to the number of referrals, we also track the name of the referring agency and the stated reason for the referral. Once the referral is received and the initial assessment is completed, a record is kept of those rare clients who are determined to be ineligible for treatment services from our agency. For those referrals found eligible for treatment, their response to the programming is tracked with an emphasis on whether or not they successfully completed the program.

The LS/CMI is administered by case management staff to clients upon intake in response to any changes in the client's situation or functioning which might warrant a change in the recommended treatment services. The LS/CMI is also administered to each upon client upon his/her completion of the program. Client exit interviews and exit surveys conducted by agency employees assist with identifying the client's perception of impact that the services provided had on him/her.

Data pertaining to the specific services provided is collected and maintained. Careful accounting of the number of clients receiving all services and their status upon exiting from the program is gathered. This information assists us with determining both the quantity and efficacy of the services provided.

By maintaining positive relationships with our referral sources and other stakeholders, we are able to gain their perception about the about the quality and quantity of services provided. We strive to maintain open communication with all of these entities, but particularly with our referral sources. Maintaining a positive relationship with stakeholders is ongoing and carried out with various forms of assistance by all agency employees.

The DRC will review all information collected during these processes in order to determine whether any modification to the agency's operations or its treatment program is indicated. The feasibility of implementing these suggestions is then thoroughly explored and a decision regarding the proposed modifications is then made.

The DRC Director bears ultimate responsibility for developing the parameters for all data collection, the appropriate analysis of all data collected, and implementing any modifications that the data warrants.

D. Strategic Plan for LCCJB

Our regional DRC makes every effort to remain available for and receptive to ongoing feedback related to operations and programming with all referral sources. An example of a pending change related to this feedback pertains to the simplification of our fee policy by implementing of a flat fee rate for all DRC clients.

The LCCJB meets as specified by its current bylaws and information pertaining to the overall operation of the agency is provided to board members. The DRC Director and the current LCCJB chair meet on a regular basis to informally discuss program operations. All operational and policy changes are presented to the local LLCCJB board for its review and approval before they are implemented. Additionally, the LCCJB endorses the submission of each annual grant application.

The support of the local criminal justice system and the various communities has helped to make the DRC a very successful program. LCCJB members and others provide feedback, maintain good oversight of the program, and distinguish between the services that are (and are not) beneficial to their communities. This involvement has been of considerable value to the DRC and has played an important function in this program's ability to consistently meet the needs of its clientele as well as the larger community.

E. Plan of sustainability:

Efforts to both maintain and increase the level of services provided by the DRC are ongoing and never likely to conclude. The continued support of the counties and referring agencies is a clear indicator of their willingness to provide the support that is necessary in order to continue the program. While the capacity to fund the program's current operational expenses remains unknown as of this writing, the degree of investment throughout the DRC's existence indicates a strong belief in and commitment to maintaining this type of restorative justice.

Income generated from sources other than the Community Corrections grant program include the participation fees collected from DRC clientele, as well as reimbursement received by the local Drug Court and Home Confinement. By far the greatest amount of additional revenue comes from the DHHR reimbursements for the services provided to our shared clientele. Although these other sources of income have always been insufficient to meet all of the DRC's operational expenses, they do serve to defray a significant portion of the program costs.

In 2013, the DRC hired a fiscal specialist among whose responsibilities include the itemization and clarification of all agency expenses and revenue collected. During the first full calendar year of her employment (2014) the DRC experienced a substantial increase in the amounts of revenue which was billed and collected. Unfortunately, collecting the client fees in particular has presented many challenges and it is not unusual for those fees continue to go uncollected. The efforts undertaken by the DRC in response to a directive issued by its LCCJB has yet to identify a feasible solution for addressing the problem of collecting unpaid client fees.

F. Graduated sanctions, Incentives, and Client Feedback:

Please see the following pages.

MARCH 7, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

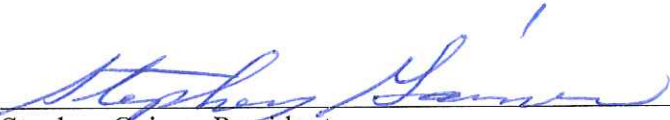
IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE
COUNTY SPONSORSHIP OF A WATER TRAIL IN WOOD
COUNTY.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen E. Gainer and passed, did hereby AUTHORIZE the county sponsorship of a water trail in Wood County. Said water trail is being developed in a joint agreement between the Greater Parkersburg Convention and Visitors Bureau and the Wood County Alternative Transportation Council.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner

M/3323

Mark Rhodes
WOOD County 09:05:26 AM
Instrument No 8696428
Date Recorded 03/07/2016
Document Type CDD
Pages Recorded 1
Book-Page 71-345

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1870	MONPOWER	MON POWER	REGULAR	03/03/2016	19,041.85	

GENERAL FUND Bank Id 101 Totals 19,041.85

Report Totals 19,041.85



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1868	HEALTH	HIGHMARK WEST VIRGINIA	REGULAR	03/01/2016	243,067.11	
1869	DENTAL	RENAISSANCE	REGULAR	03/01/2016	1,027.18	
159422	RICOH	RICOH USA INC	VOID	03/01/2016	(300.42)	X
159798	ADVANCED PUB	ADVANCED PUBLIC SAFETY	REGULAR	03/01/2016	82,925.00	
159799	AUTOPLUS	AUTOPLUS	REGULAR	03/01/2016	99.12	
159800	BLUEBOOK	BLUE BOOK	REGULAR	03/01/2016	89.95	
159801	BROWN W	WILLIAM M BROWN	REGULAR	03/01/2016	700.00	
159802	CARQUEST	CARQUEST	REGULAR	03/01/2016	342.76	
159803	CWS	CWS	REGULAR	03/01/2016	544.77	
159804	DASH	DASH GLOVES	REGULAR	03/01/2016	299.40	
159805	DISH	DISH NETWORK	REGULAR	03/01/2016	94.43	
159806	FRONTIERWV	FRONTIER WEST VIRGINIA INC	REGULAR	03/01/2016	3,230.00	
159807	HEAVENLY HAM	THE HONEY BAKED HAM COMPANY	REGULAR	03/01/2016	323.89	
159808	JERRYS AUTO	JERRY'S AUTO CENTER	REGULAR	03/01/2016	85.00	
159809	LIFE	DEARBORN NATIONAL	REGULAR	03/01/2016	1,265.78	
159810	MAHONE TI	MAHONE TIRE CO	REGULAR	03/01/2016	85.80	
159811	MID ATLANTIC	MID ATLANTIC BUSINESS COMMUNICATIONS	REGULAR	03/01/2016	881.60	
159812	MOVRC	MID-OHIO VALLEY REGIONAL COUNCIL	REGULAR	03/01/2016	20,485.75	
159813	ODEPOT	OFFICE DEPOT	REGULAR	03/01/2016	330.54	
159814	RICOH	RICOH USA INC	REGULAR	03/01/2016	268.38	
159815	RUNYON	RUNYON LOCK SERVICE	REGULAR	03/01/2016	8.00	
159816	SAMS CLUB	SAM'S CLUB	REGULAR	03/01/2016	261.89	
159817	SHAWLIND	SHAWVER LINDSEY A	REGULAR	03/01/2016	112.69	
159818	STATE ELE	STATE ELECTRIC SUPPLY CO	REGULAR	03/01/2016	7.78	
159819	TAYLOR'S	TAYLOR'S TRASH REMOVAL	REGULAR	03/01/2016	233.74	

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
159820	TEBAY III	ROBERT K TEBAY III	REGULAR	03/01/2016	722.00	
159821	UNION WIL	UNION WILLIAMS PUBLIC SE	REGULAR	03/01/2016	14.28	
159822	USBANKEQUIP	US BANK EQUIPMENT FINANCE	REGULAR	03/01/2016	285.00	
159823	VISION	VISION SERVICE PLAN (WV)	REGULAR	03/01/2016	3,302.56	
159824	WATERBOY	WATERBOY LLC	REGULAR	03/01/2016	22.00	
159825	WOOD CO R	WOOD COUNTY RECREATION COMMISSION	REGULAR	03/01/2016	16,250.00	
GENERAL FUND Bank Id 101 Totals					377,065.98	

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1539	WATERS R	ROBIN WATERS	REGULAR	03/01/2016	25.50	
MAGISTRATE COURT Bank Id 105 Totals					25.50	

Handwritten signature and initials in black ink, located in the center of the page.

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
6445	DIRECTV	DIRECTV	REGULAR	03/01/2016	742	
6446	DOMINIONH	DOMINION HOPE	REGULAR	03/01/2016	7485	
6447	ODEPOT	OFFICE DEPOT	REGULAR	03/01/2016	27997	
6448	SIR SPEED	SIR SPEEDY PRINTING	REGULAR	03/01/2016	6499	
6449	SMC	SMC COMMUNICATIONS	REGULAR	03/01/2016	8299	
6450	SUDDENLINKD	SUDDENLINK	REGULAR	03/01/2016	25220	
6451	WINANS	WINANS SERVICES	REGULAR	03/01/2016	19374	

E-911 FUND Bank Id 107 Totals

756.16




Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
159787	AMERICAN	AFLAC	REGULAR	02/29/2016	275.34	
159788	CONSECOLIFE	CONSECO LIFE INSURANCE COMPANY	REGULAR	02/29/2016	169.04	
159789	EQUITABLE	AXA EQUITABLE SALARY ALLOTMENT	REGULAR	02/29/2016	23.76	
159790	MOVUNITED	UNITED WAY ALLIANCE OF THE MOV INC.	REGULAR	02/29/2016	35.00	
159791	NRS	NATIONWIDE RETIREMENT SOLUTIONS	REGULAR	02/29/2016	3,005.83	
159792	PHEAA	PHEAA	REGULAR	02/29/2016	104.42	
159793	PUBLIC DE	ONE COMMUNITY FEDERAL CREDIT UNION	REGULAR	02/29/2016	15,280.00	
159794	WASHINGTONH	WASHINGTON NATIONAL INSURANCE CO.	REGULAR	02/29/2016	1,295.78	
159795	WESTERNSO	WESTERN & SOUTHERN LIFE	REGULAR	02/29/2016	551.38	
159796	WESTFIELD	LINCOLN FINANCIAL GROUP	REGULAR	02/29/2016	62.00	
159797	WVLOAN	WV CONSOLIDATED PUBLIC RETIREMENT BOARD	REGULAR	02/29/2016	613.98	
PAYROLL FUND Bank Id 101 Totals					21,416.53	
Report Totals					21,416.53	



Two handwritten signatures are present in the lower center of the page. The signature on the left is larger and more stylized, while the one on the right is smaller and appears to be initials.